

Welcome Home

June Monthly Reports
July 2016





Prayer

Pledge of Allegiance

MINUTES June 13, 2016

FINANCIAL REPORTS

APPROVAL OF ORDER OF AGENDA

COUNCIL MEETING AGENDA: MONDAY, JULY 11TH @ 6 PM

NEW BUSINESS

- Ordinance to Rezone 0.27 acres at 208 Sunset Drive
- Agreement with Interactive Utility Communications

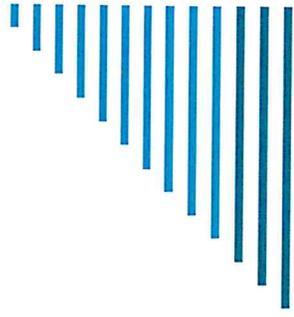
TABLED ITEMS (IF NEEDED)

ADJOURNED

Next Work Session:

- Tuesday, July 26th @ 6:00 PM





MINUTES





The regular meeting of the Mayor and Council was held in the Council room of West Point City Hall June 13, 2016 at 6:00 P.M. with Mayor Pro Tem Steven M. Tramell presiding.

Members Present:

Councilmember Gerald W. Ledbetter
Councilmember Gloria R. Marshall
Councilmember Sandra Thornton
Councilmember Benjamin F. Wilcox

Members Absent:

Councilmember Joseph R. Downs III

Mayor Pro Tem Tramell called Rev. Carl Jenkins from The Lanett Church of Christ for opening prayer.

Mayor Pro-Tem Steven M. Tramell led the Pledge of allegiance.

Mayor Pro-Tem Steven M. Tramell thanked Jim Wood Commissioner from Harris County for attending the meeting.

Mayor Pro Tem Tramell called the meeting of the Mayor and City Council to order and welcomed everyone.

MINUTES

Mayor Pro Tem Tramell asked for a motion to approve the minutes from the May 9, 2016 regular meeting. Councilmember Benjamin F. Wilcox made said motion and was seconded by Councilmember Sandra Thornton; the minutes were **approved unanimously without change.**

FINANCIAL REPORT

Councilmember Gerald W. Ledbetter presented the May financial report with the June cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Benjamin F. Wilcox and **passed unanimously.**

AGENDA

Mayor Pro Tem Tramell asked for a motion to approve the agenda. Councilmember Gerald W. Ledbetter made said motion and seconded by Councilmember Sandra Thornton and **passed unanimously**.

NAMING OF CITY OWNED PROPERTY AND OR FACILITIES

Councilmember Sandra Thornton made a motion to approve a formal policy and process for the naming and designation of City streets, parks, buildings and other facilities or properties. The motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously**.

SPLOST PROJECT

Councilmember Gerald W. Ledbetter made a motion to approve the renovation of the existing basketball courts located at the West Point Housing Authority. The courts will be resurfaced; benches, fences, lights and security cameras will be installed. The courts will be open to the public for play by the recreation department. The motion was seconded by Councilmember Sandra Thornton; **passed unanimously**.

PROPOSAL FOR DELINQUENT TAX COLLECTION SERVICES

Councilmember Benjamin F. Wilcox made a motion to enter into an agreement with Government Tax Solutions for the purpose of delinquent tax collection services. There will be no additional cost to the city or tax payers who pay their taxes in a timely manner. The motion was seconded by Councilmember Gerald W. Ledbetter; **passed unanimously**.

KEEP TROUP BEAUTIFUL BOARD APPOINTMENT

Councilmember Sandra Thornton made a motion to re-appoint Thomas Scott to the Keep Troup Beautiful Board. The motion was seconded by Councilmember Gerald W. Ledbetter; **passed unanimously**.

WEST POINT DOWNTOWN RIVER PARK USE GUIDELINES

Councilmember Gerald W. Ledbetter made a motion to approve guidelines for the downtown river park. The motion was seconded by Councilmember Benjamin F. Wilcox; **passed unanimously**.

WEST POINT SPLASH PARK USE GUIDELINES

Councilmember Sandra Thornton made a motion to approve guidelines for the West Point Splash Park. The motion was seconded by Councilmember Gerald W. Ledbetter; **passed unanimously**.

OTHER

Mayor Pro-Tem Steven M. Tramell stated members of the West Point City Council will be in Savannah June 24th through 29th for the annual GMA Convention. There will be times that there will be a quorum of council members at events but the council will not be meeting to discuss any city business or take a vote on any items.

There will be no work session on June 28th the week of the GMA Conference or July 7th the week of July 4th. There will be a work session on Thursday June 30th at 8:15 a.m. The Council will hold its regular scheduled business meeting on July 11th at 6:00 p.m.

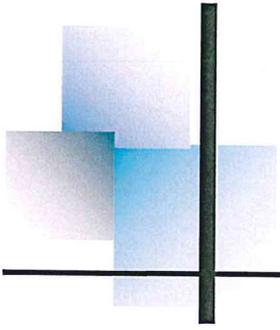
Councilmember Sandra Thornton stated the Juneteenth Celebration that was held on Saturday, June 11th on the Goodsell United Methodist Church property was a success with hundreds of people attending. The summer sounds will continue on Friday, June 17th at the Downtown River Park beginning at 6:30 p.m. until dusk. Charles Story and the James Brown Trio along with Greater Peace Baptist Church from Opelika Al will render the music.

ADJOURN

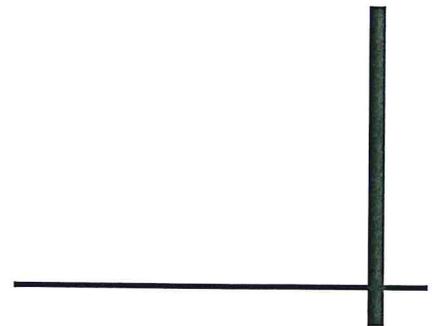
There being no further business, the meeting was adjourned.

Richard McCoy
City Clerk

Steven M. Tramell
Mayor Pro Tem



FINANCIAL REPORT



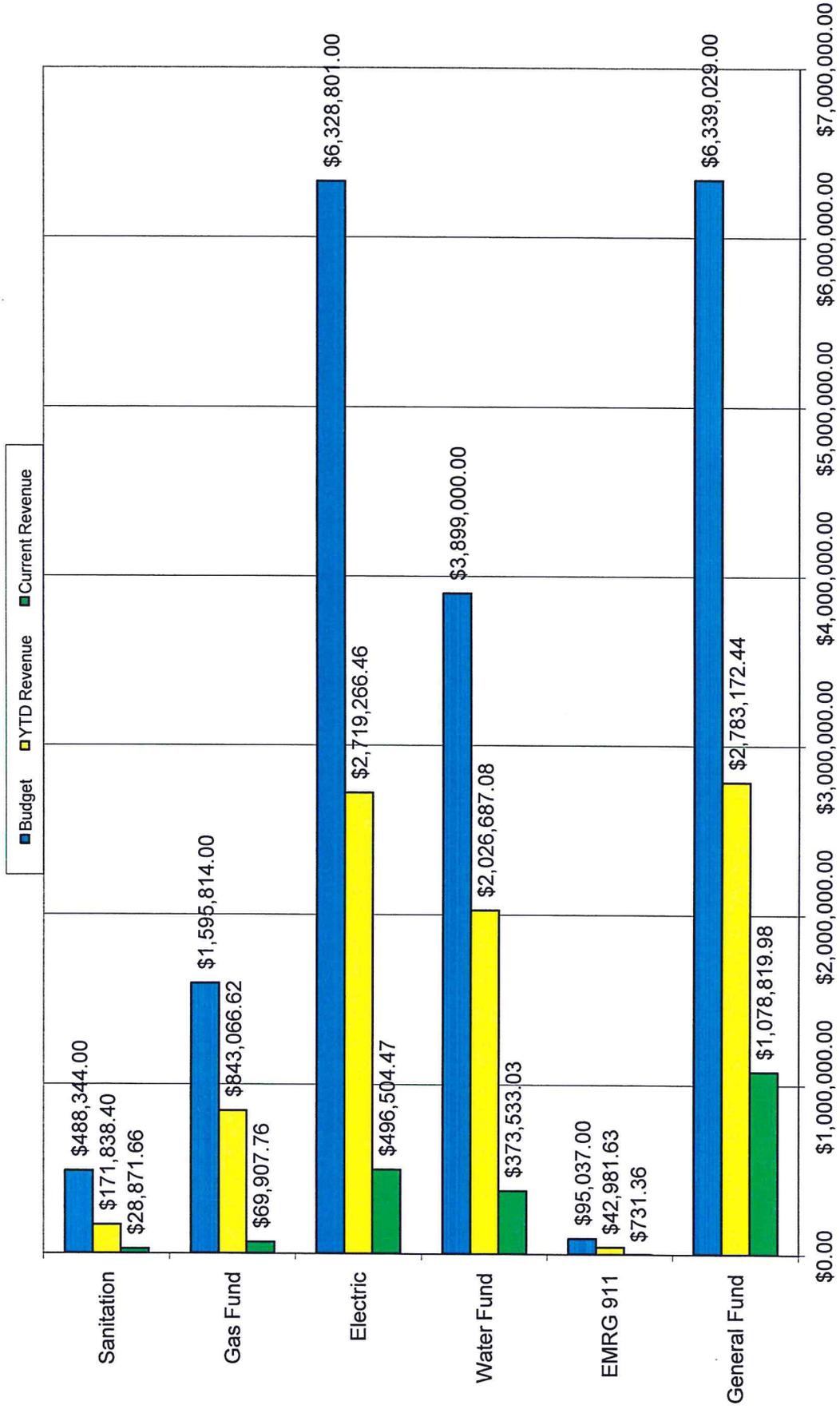


City of West Point Financial Report June, 2016

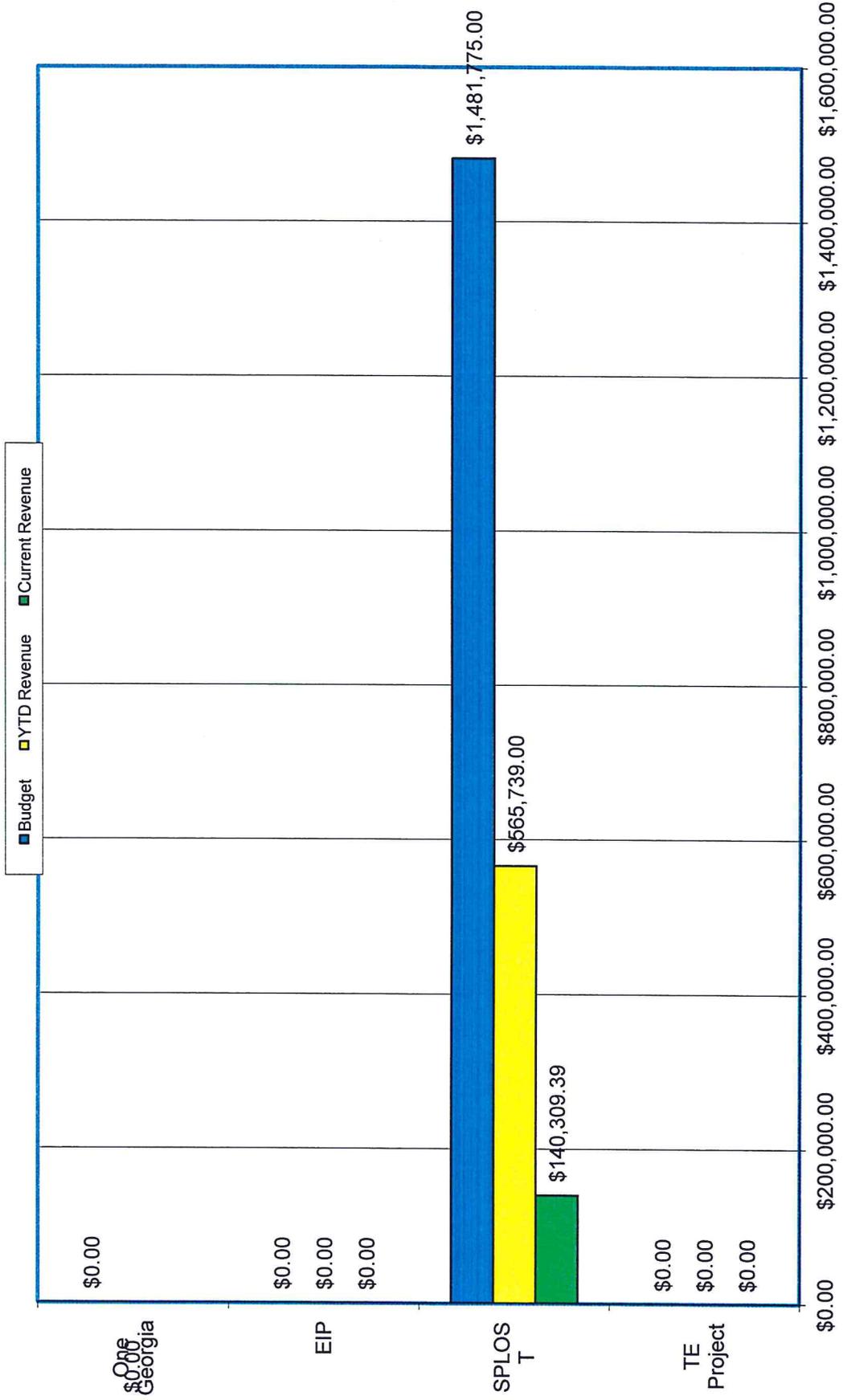
REVENUES

Current Revenue	General Fund	EMRG 911	Water Fund
YTD Revenue	\$1,078,819.98	\$731.36	\$373,533.03
Budget	\$2,783,172.44	\$42,981.63	\$2,026,687.08
Percentage Budget	\$6,339,029.00	45.23%	\$3,899,000.00
	43.91%		51.98%
Current Revenue	Electric Fund	Gas Fund	Sanitation
YTD Revenue	\$496,504.47	\$69,907.76	\$28,871.66
Budget	\$2,719,266.46	\$843,066.62	\$171,838.40
Percentage Budget	\$6,328,801.00	52.83%	\$488,344.00
	42.97%		35.19%
Current Revenue	One Georgia	EIP	SPLOST
YTD Revenue	\$0.00	\$0.00	\$140,309.39
Budget	\$0.00	\$0.00	\$565,739.00
Percentage Budget	\$0.00	#DIV/0!	\$1,481,775.00
	#DIV/0!		38.18%
Total All Departments	Total All Departments	Total YTD Revenue	Total All Departments
Current Revenues	\$2,188,677.65	\$9,152,751.63	\$9,152,751.63
Current Expense	\$1,639,585.97	Total YTD Expenses	\$8,997,569.18
over/under	\$549,091.68	over/under	\$155,182.45
YTD Revenue	YTD Revenue	Budget	Percentage
\$9,152,751.63	\$9,152,751.63	\$20,227,800.00	45.25%

Budget Revenue Comparison June, 2016



Budget Revenue Comparison June, 2016



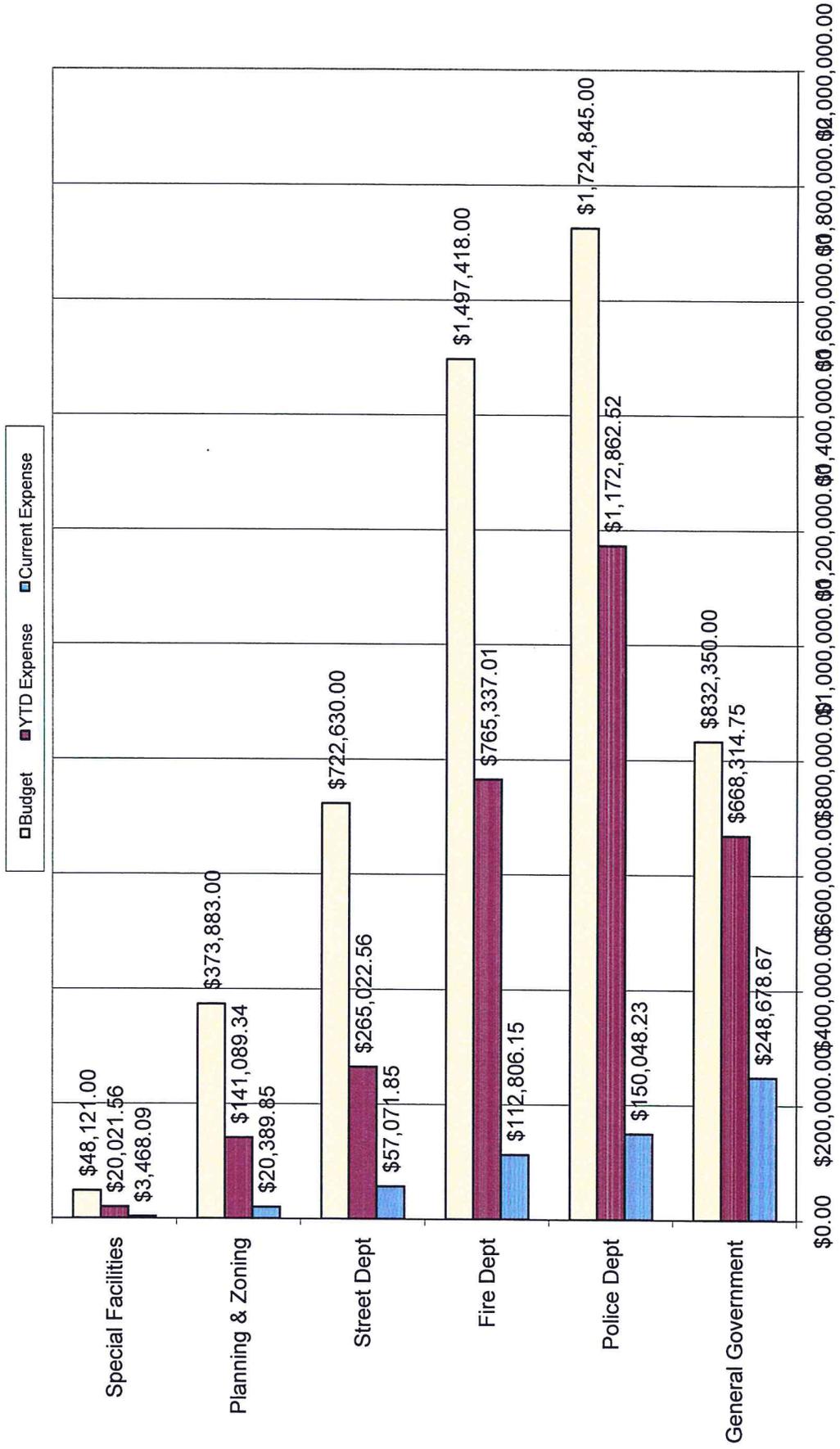


City of West Point Financial Report June, 2016

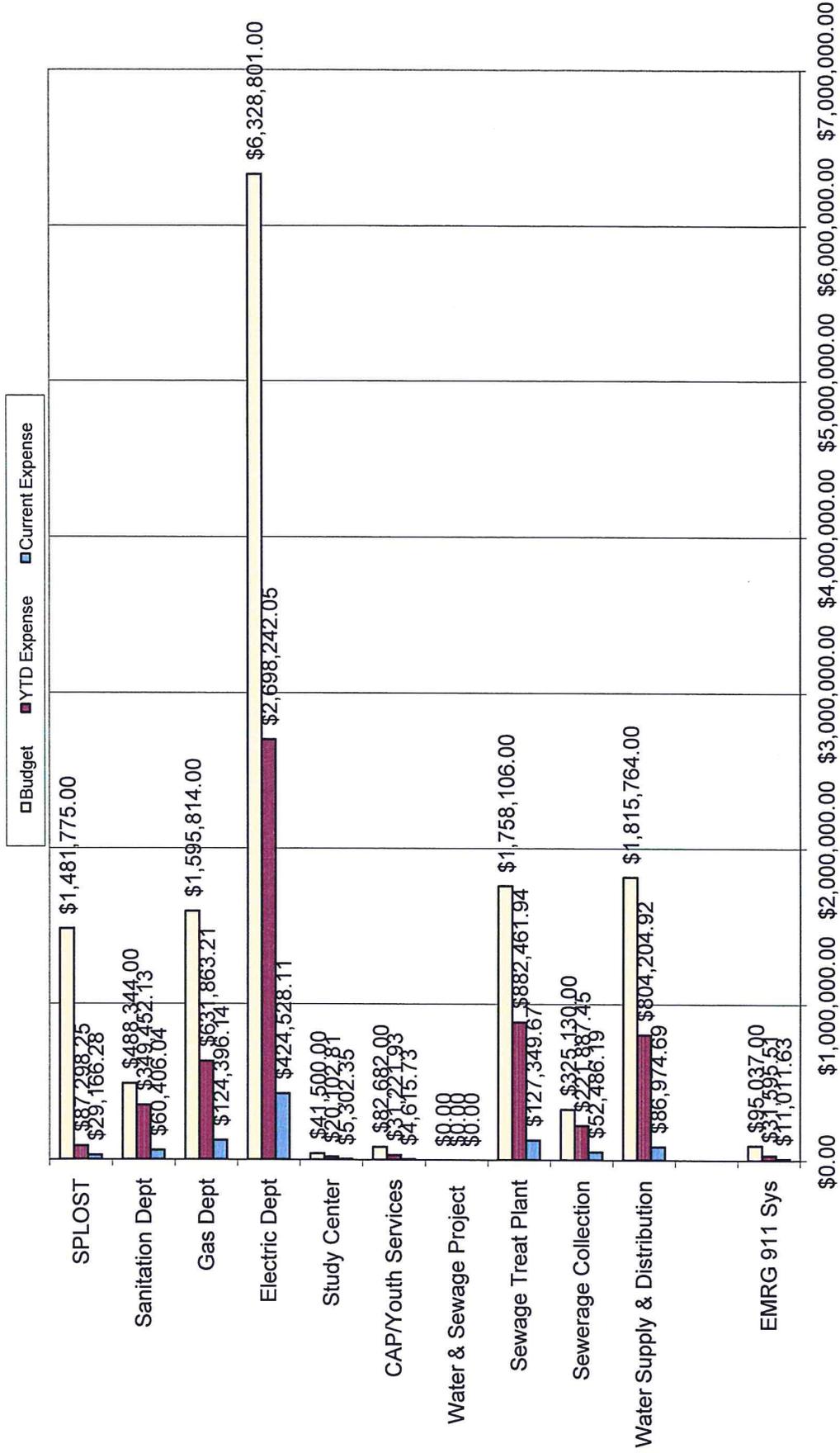
EXPENSES

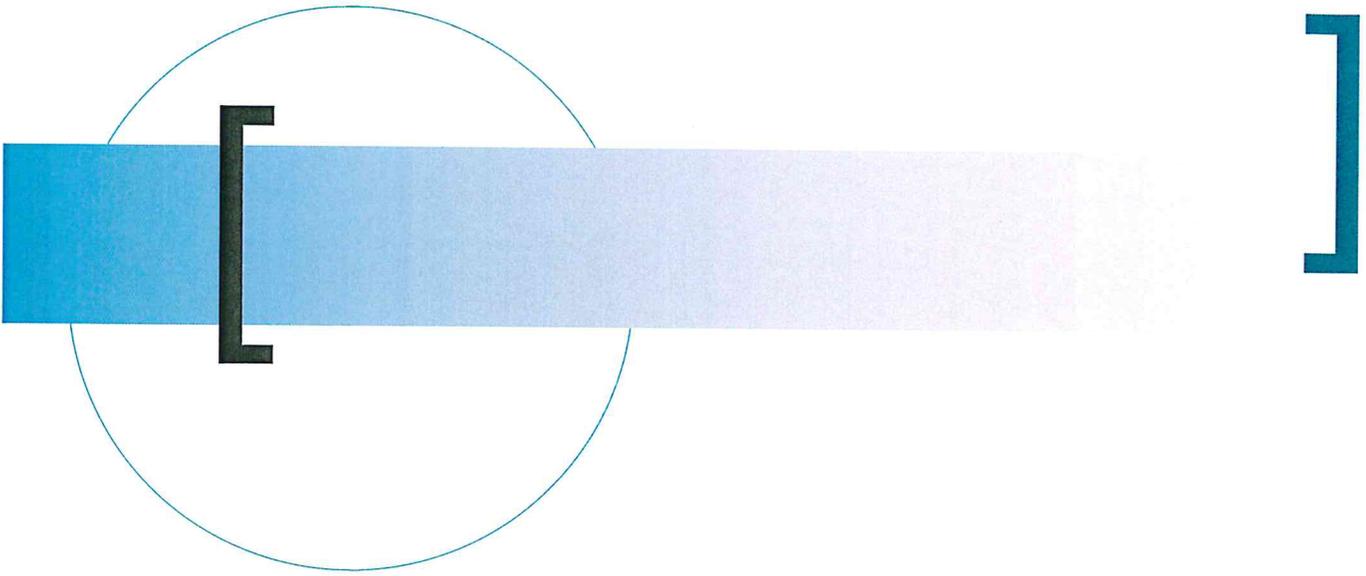
Current Expense	General Government	Police Dept	Fire Dept	Street Dept
YTD Expense	\$248,678.67	\$150,048.23	\$112,806.15	\$57,071.85
Budget	\$668,314.75	\$1,172,862.52	\$765,337.01	\$265,022.56
Percentage Budget	\$832,350.00	\$1,724,845.00	\$1,497,418.00	\$722,630.00
	80.29%	68.00%	51.11%	36.67%
Current Expense	Planning & Zoning	Special Facilities	EMRG 911 SYS	Water Dept
YTD Expense	\$20,389.85	\$3,468.09	\$11,011.63	\$86,974.69
Budget	\$141,089.34	\$20,021.56	\$31,595.51	\$804,204.92
Percentage Budget	\$373,883.00	\$48,121.00	\$95,037.00	\$1,815,764.00
	37.74%	41.61%	33.25%	44.29%
Current Expense	Sewer/ Water	Electric Dept	Gas Dept	Sanitation Dept
YTD Expense	\$179,835.86	\$424,528.11	\$124,396.14	\$60,406.04
Budget	\$1,104,349.39	\$2,698,242.05	\$631,863.21	\$349,452.13
Percentage Budget	\$2,083,236.00	\$6,328,801.00	\$1,595,814.00	\$488,344.00
	53.01%	42.63%	39.60%	71.56%
Current Expense	SPLOST	Study Center	CAP/Youth Services	Economic Dev
YTD Expense	\$29,166.28	\$5,302.35	\$4,615.73	\$120,886.30
Budget	\$87,298.25	\$20,102.81	\$31,221.93	\$206,591.24
Percentage Budget	\$1,481,775.00	\$41,500.00	\$82,682.00	\$1,015,600.00
	5.89%	48.44%	37.76%	20.34%
Current Revenues	All Funds	Total All Departments	Total YTD Expenses	\$8,997,569.18
Current Expense	\$2,188,677.65	\$9,152,751.63	Budget	\$20,227,800.00
over/under	\$1,639,585.97	\$8,997,569.18	Percentage	44.48%
	\$549,091.68	\$155,182.45		

Budget Expense Comparison June, 2016



Budget Expense Comparison June, 2016





DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

June 2016

Fires-NFIRS Series 100	2
NFIRS Series 200-Overpressure, rupture, explosion, overheat (no fire)	0
NFIRS Series 300-Rescue and EMS Incidents	10
NFIRS Series 400-Haradous Condition (no fire)	4
NFIRS Series 500-Service Call	0
NFIRS Series 600-Good Intent Call	3
NFIRS Series 700-False Alarm and False Calls	7
NFIRS Series 800	0
Severe Weather and Natural Disaster	
NFIRS Series 900 -Special Incident Type	0
Mutual aid fire responses TC	0
Mutual aid fire responses HC	0
Mutual aid fire responsed Lanett	0
Automatic aid fire responses TC	0
Automatic aid fire responses HC	0
Automatic aid fire responses Lanett	0
TOTAL FIRE BY WPDF AND PARTNERS	26
EMS Patient Disposition	
EAMC-Lanier	29
EAMC-Opelika	0
WGMC	31
No Transport	18
Landing Zone	2
Midtown Medical Center	0
TOTAL EMS INCIDENTS BY WPDF	80
Mutual aid EMS provided to TC	1
Mutual aid EMS provided to HC	0
Mutual aid EMS provided to LFD	1
Mutual aid EMS from TC	0
Mutual aid EMS from HC	0
Mutaul aid EMS from Lanett	3
TOTAL EMS by WPDF and PARTNERS	83

Community Development Department
June 1 – 30, 2016

Permits Issued –	14
Elec. Water, Gas	8
Building	6

Inspections -	32
Industrial	12
New Commercial	7
Remodel Comm.	3
New Residential	6
Remodel Res.	4

Certificate of Occupancy-	5
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Soil and Erosion -	5
NOI / NOT	2
Plan Submittal	2
BMP Infractions	1
Citations	0

Plan Reviews-	5
Commercial	3
Residential	0
Other	2

Hearings -	0
No Shows	0

Public Notices-	0
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Structures Demolished-	0
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Statistical Counts Report

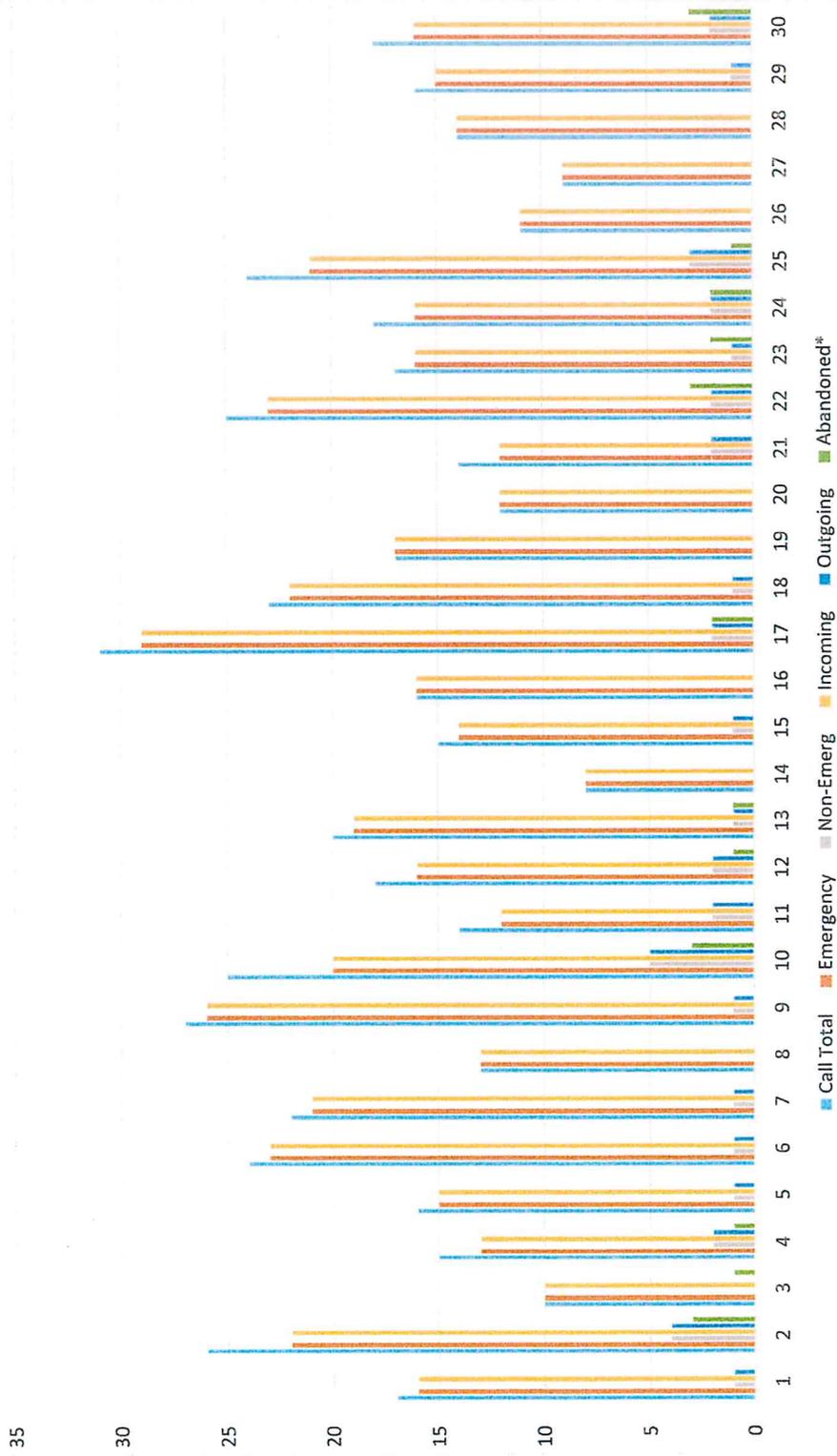
For records with dates between 6/1/2016 and 6/30/2016

WEST POINT PD

PAGE 1 OF 1

Incident Reports Created	<u>ALL</u> 117	<u>INCIDENTS</u> 99	<u>MISC.</u> 14	<u>FAMILY VIOL.</u> 4
Incident Reports Cleared	<u>ALL</u> 90	<u>BY ARREST</u> 25	<u>UNFOUNDED</u> 64	<u>EXCEPTIONALLY</u> 1
Property Involved			<u>STOLEN</u> \$33,201	<u>RECOVERED</u> \$8,468
Incident Type Level			<u>FELONY</u> 45	<u>MISDEMEANOR</u> 55
Investigative Files Opened				0
Investigative Files Assigned				0
Investigative Files Cleared				0
Drug Related Investigative Files Opened				0
Drug Related Investigative Files Cleared				0
Arrests / Booking Records				0
Citations Issued				158
Warnings Issued				19
Ordinance Violations				0
<u>Court Services</u>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			39	40
Accident Reports		<u>ALL</u> 43	<u>CRASH</u> 24	<u>PRIV PROP</u> 19

City of West Point, Georgia
 Call Count by Day for June 2016



City of West Point, Georgia
9-1-1 Call Volume by Day - June 2016

	Daily Call Total	Call Category		Call Origin		Abandoned*
		Emergency	Non-Emerg	Incoming	Outgoing	
1	17	16	1	16	1	0
2	26	22	4	22	4	3
3	10	10	0	10	0	1
4	15	13	2	13	2	1
5	16	15	1	15	1	0
6	24	23	1	23	1	0
7	22	21	1	21	1	0
8	13	13	0	13	0	0
9	27	26	1	26	1	0
10	25	20	5	20	5	3
11	14	12	2	12	2	0
12	18	16	2	16	2	1
13	20	19	1	19	1	1
14	8	8	0	8	0	0
15	15	14	1	14	1	0
16	16	16	0	16	0	0
17	31	29	2	29	2	2
18	23	22	1	22	1	0
19	17	17	0	17	0	0
20	12	12	0	12	0	0
21	14	12	2	12	2	0
22	25	23	2	23	2	3
23	17	16	1	16	1	2
24	18	16	2	16	2	2
25	24	21	3	21	3	1
26	11	11	0	11	0	0
27	9	9	0	9	0	0
28	14	14	0	14	0	0
29	16	15	1	15	1	0
30	18	16	2	16	2	3
		497	38	497	38	23
Total	535	535		535		23

*The Abandoned Call Count total is also included in the Incoming Call Origin Count.

Public Works Department Activity Report

JUNE 2016

Preventive maintenance on storm water collection system

Patch with 7 1/2 Tons

Haul Sludge for the W.P.C.P.

Trim limbs on the R-O-W

Cut and trim to clear sidewalks

Service and repair Equip.

Repair and replace street signs

Paint stripes in town area

Building maintaince

Clean up in town area

Spray weeds and grass in cracks

Cut and pick up trash on R-O-W

Haul trash

Cut grass on KIA Parkway & BLVD

Clean and replace some signs

Work at new Police Dept. signs

June 2016 Utility Department Reports

Gas Department/Utility Protection

For the month of June, 2016

Task Desc	Gas Crew & Utility Protection	Department Total
LOCATE UNDERGROUND UTILITIES	35	35
INVESTIGATE A REPORTED GAS LEAK	3	3
RETAKE UG LOCATES	3	3
INSTALL, RENEW, RELOCATE, REINSTATE, ABANDON SERVICE	1	1
WITNESS PRESSURE TEST	1	1
GRAND TOTAL	43	43

Power & Lights

For the month of June, 2016

Task Desc	Electric Crew	Department Total
REPAIR STREET LIGHT	13	13
REPAIR SECURITY LIGHT	5	5
INSTALL STREET LIGHT	1	1
POWER OUTAGE	14	14
INSTALL NEW ELECTRIC SERVICE	2	2
REPAIR TRAFFIC LIGHT (CITY)	3	3
SET NEW/REPLACE POLE	1	1
MISCELLANEOUS-POWER	20	20
GRAND TOTAL	59	59

SERVICE TRUCK

For the month of June, 2016

Task Desc	Field Customer Service 2	Department Total
CITY HALL WORK ORDER	47	47
GRAND TOTAL	47	47

June 2016 Utility Department Reports

Sewer Department

For the month of June, 2016

Task Desc	Sewer Crew	Department Total
ODOR REPORT	1	1
SEWER BACK UP	3	3
SEWER MISCELLANEOUS	1	1
GRAND TOTAL	5	5

Water Distribution

For the month of June, 2016

Task Desc	Water Distribution Crew	Department Total
INVESTIGATE CUSTOMER COMPLAINT	1	1
MISCELLANEOUS-WATER	5	5
INSTALL, RENEW, RELOCATE, REINSTATE, ABANDON SERVICE	1	1
INVESTIGATE WATER LEAK	2	2
GRAND TOTAL	9	9

Water Treatment Plant

June 2016

44,682,000 Gallons Withdrawn From River (Average 1,441,000 GPD)

Highest Day Withdrawal was on June 15th. The amount was 1,983,000 Gallons.

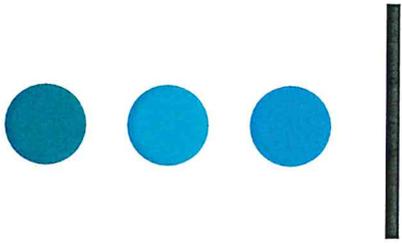
43,530,000 Gallons Pumped to System (Average 1,404,000 GPD)

Amount Used for Cleaning Water Plant 1,152,000 Gallons.

Wastewater Treatment Plant

June 2016

38,800,000 Gallons Discharged to Chattahoochee River (Average 1,293,333 GPD)



NEW BUSINESS

LEWIS, TAYLOR & TODD, P.C.
ATTORNEYS AT LAW
SUITE 3
205 NORTH LEWIS STREET
POST OFFICE DRAWER 1027
LAGRANGE, GEORGIA 30241

JOHN M. TAYLOR
JEFFREY M. TODD

JAMES R. LEWIS
(1928-1996)
GEORGE E. SIMS, JR.
(1917-1967)
FAX (706) 882-4905
TELEPHONE (706) 882-2501

July 1, 2016

VIA EMAIL

Ms. Kristin Lester
CITY OF WEST POINT
P.O. Box 487
West Point, Georgia 31833-0487
klester@cityofwestpointga.com

RE: 208 Sunset Drive Rezoning Ordinance

Dear Kristin:

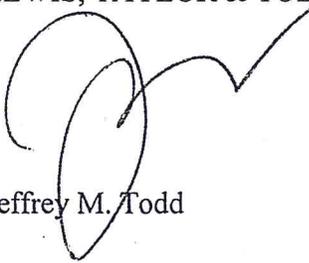
Taking the information you provided, we have prepared a proposed zoning ordinance for consideration by the Council at the next regular meeting. I confirmed through the deed records that West Point Investments, L.L.C., owns the property at issue, although the corporation under which it took title has been administratively dissolved. It appears that the same principal organized a new organization with the same name, which I do not think matters for the purposes of our ordinance.

If you require any changes or have any questions, let me know.

With best regards, I am

Very truly yours,

LEWIS, TAYLOR & TODD, P.C.



Jeffrey M. Todd

JT/atb
Enclosure

AN ORDINANCE

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WEST POINT TO AMEND THE CODE OF THE CITY; TO AMEND THE ZONING MAP AND ORDINANCES OF THE CITY SO AS TO RECLASSIFY THE USE ZONE OF REAL ESTATE LOCATED AT 208 SUNSET DRIVE AND OWNED BY WEST POINT INVESTMENTS, L.L.C.; TO REPEAL CONFLICTING ORDINANCES; TO FIX AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE CITY COUNCIL OF WEST POINT, AS FOLLOWS:

SECTION 1:

That the zoning map and ordinances of the City of West Point be amended so as to reclassify as R-1A (residential district) the following described real estate, to wit:

All that tract or parcel of land lying and being in the City of West Point, containing 0.27 acre, more or less, designated at 208 Sunset Drive according to the street numbering system of West Point, Georgia, and also known as Troup County Tax Map Parcel Number 094-4C-006-014.

SECTION 2:

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 3:

This ordinance shall become effective immediately upon its adoption by the City Council.

READ AND ADOPTED _____

Steve Tramell, Mayor Pro-Tem/Councilmember

Joseph R. Downs, III, Councilmember

Gerald W. Ledbetter, Councilmember

Gloria R. Marshall, Councilmember

Sandra Thornton, Councilmember

Benjamin F. Wilcox, Councilmember

ATTEST:

City Clerk

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STANDARD SERVICE AGREEMENT

General Agreement for Service: Once the project has begun, should the City of West Point require any changes in the services provided, we ask for no less than ten (10) working days with prior written notification. All changes, which and if applicable, are subject to pricing revisions.

In no event shall IUC, be liable for any special, indirect or consequential damages including specifically, but without limitation, loss of anticipated profits, loss of use, loss of revenue, cost of replacement services, claims of customers or any third party, or other damages resulting from the services provided by IUC.

Services: IUC agrees to provide call handling and dispatching services and The City of West Point agrees to pay the rates as listed on the attached Exhibit A, which is part of this agreement. Services will include: handling calls, dispatching appropriate crews for appropriate services, generating service requests from customers and providing daily and monthly call statistic reports

Payment: Invoices are produced on the first day of each month of service. Payment is due within thirty (30) days from date of invoice. Unpaid invoices accrue a finance charge of one and one half percent (1 ½%) per month, after due date, unless IUC receives in writing, prior to due date, acknowledgement of disputed items from a particular invoice.

Billing Discrepancies: Should any part of the invoice be disputed, the balance of the invoice is due on time.

Deposits: In addition to the initial (non-refundable) set-up fee, IUC may require a deposit. Upon termination of this agreement of services provided, IUC shall apply all or any portion of the deposit to unpaid balances, and promptly forward the remaining portion of the deposit to customer.

Jurisdiction: The City of West Point hereby acknowledges that this agreement is entered into upon acceptance by IUC in Marietta, Georgia. The City of West Point hereby consents to jurisdiction in Georgia and agrees that Georgia shall govern the interpretation of this agreement, due to IUC's corporate location in Marietta, Georgia.

STANDARD SERVICE AGREEMENT

Cancellation Policy: In the event that either City of West Point or IUC requests to cancel this agreement, we require a ninety (90) day written notification of cancellation after the initial term of 12 months. City of West Point may terminate this Agreement prior to the expiration of its original term. In the event that it shall be reasonably dissatisfied with the performance of Services by IUC, City of West Point shall notify IUC of its dissatisfaction and shall have afforded IUC ninety (90) days to remedy City of West Point' complaint. If City of West Point terminates the Program within the initial twelve (12) months a ninety (90) day notice must be given to IUC. Services will cease at the close of business on the last calendar day of the last month of the ninety day notice.

Notice: All notice required shall be effective if delivered to the parties at the respective addresses or phone numbers shown below. The parties agree to promptly notify each other of any changes in their business address or phone number.

Confidentiality: IUC agrees that all information or data acquired in the performance of this agreement will be kept confidential and such information will not be disclosed to any third party except as required by law.

Pricing: Prices quoted on this agreement have been determined according to the needs of the specific program and will be honored for 90 days. Thereafter, a new evaluation will be prepared.

RE: Proposal Date: 06/21/2016

Accepted By:

Accepted By:

Signature/Title

Signature/Title

Ed Moon
City of West Point
730 1st Avenue
P.O. Box 487
West Point, GA 31833
(706) 645-3500

Greg L. Steele
IUC
1800 Roswell Rd
Suite 3080
Marietta, Georgia 30062
(844) 679-3714

Date

Date

Exhibit A Scope of Work

The City of West Point in its ordinary course of business provides call handling support functions for customers of the City of West Point. IUC shall answer telephone calls placed to the City of West Point. Calls for Sewer, Water, Electric, Gas, & Public Works will be routed to IUC, via West Point's current local number. Upon answering a call, an IUC employee will collect information from the caller, answer questions and take the appropriate action as outlined in the West Point instruction guide. The employee will complete all relevant fields for the appropriate utility service requested using the information supplied by the caller. Upon completing the service request IUC will notify the appropriate crew member by phone and submit the request for service. In the event of a major service issue, IUC and the City of West Point will agree to a service support strategy that best suites the needs of the crews and customers based on the impact of the event.

IUC will provide a daily and monthly service report. Custom reports may be developed for an additional fee.

IUC service coverage: Monday through Friday (5 pm to 8 am) and Weekends (Friday 5 pm to Monday 8 am) plus Holidays observed by the City of West Point.

Exhibit B Monthly Fee Structure

Our costs include a monthly fixed base fee determined by the utility's active meter count, plus a transaction block rate determined by the forecasted volume of transactions predicted based on previous experience. The City of West Point may increase their transaction block level at any time during this agreement. The monthly rate will be invoiced at the beginning of each month of service.

Call Definitions

- Live Calls – Inbound/Outbound calls answered by IUC CSR.
- Data Calls – Inbound/Outbound calls/texts, emails answered by automation

A call is equal to a minute when the length of that call is less than a minute. The amount of the billable services per month is determined using a call report. IUC will bill any monthly live call minutes and data calls that exceeds your monthly plan a fee of \$1.50 per minute or per data transaction.

Monthly Service Charges				
Base Rate		Monthly Plan	Rate for Plan Level	Total Monthly
1,001 – 5,000 meters	\$500	Level 1 – 400 live call minutes and/or data calls @ \$1.25 each	\$500	\$1,000.00

Exhibit C
Administration/Implementation

Programming Set-Up Fee **\$1,300**

Establishing connectivity and communication lines is included in this fee. We will develop paths to eliminating contacting the wrong "on call" will also be developed. IUC shall provide a written estimate of the total cost of any additional programming in advance, and shall not exceed such estimate without the City of West Points' prior approval.

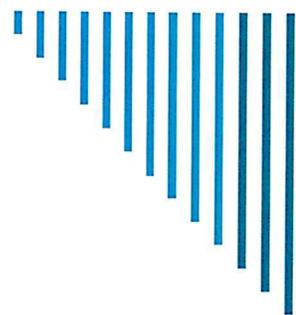
Training **\$1,000**

This service includes the development of the service task instruction manual and the training of IUC employees to handle Water, Sewer, Electric, Gas, & Public Works calls for the City of West Point.

Hours and Types Services Selected

Hours of operation for the Call Center will be Monday through Thursday, 5pm. – 8:00am, Friday 5 pm – Monday 8:00am + recognized Holidays

Total One Time Program Set-Up **\$2,300**



INFORMATION



Downtown West Point Development Authority Minutes
May 10, 2016

Present: Coleman Reeves, Wayne Scroggs, Karen Meadows, Gus Darden, Bill Nixon, Lance Frances, Steve Tramell, Meghan Duke and Cheryl Magby.

Coleman Reeves called the meeting to order and asked for an approval of the April 12th minutes. Bill Nixon made a motion and Wayne Scroggs seconded to approve the April minutes as presented.

Wayne Scroggs presented the treasurer's report stating the Authority had an ending balance of \$94,235.83 after disbursing a façade grant of \$1,500 to New Horizon Theatre. Bill Nixon made a motion to approve the treasurer's report as presented and Karen Meadows seconded the motion.

Committee Reports:

Façade Committee
No report

Old Business:

Meghan Duke reported on the progress made on improvements to the City's website to direct users to information for the Downtown West Point Development Authority stating that the changes are set to go live in October of this year.

Meghan Duke informed the group of the successful ribbon cutting that took place for the Downtown River Center on May 6th and the great turnout for the Chattahoochee Valley River Revival on May 7th.

New Business:

Meghan Duke informed the group of the opening of the Splash Pad on May 24th and the following ribbon cutting scheduled for May 31st.

The group agreed to begin looking into the process of converting the rail road crossing to silent crossings.

Coleman adjourned the meeting. The next meeting will be held on June 14, 2016 at 8:15 a.m.

Submitted by Karen Meadows, Secretary

West Point Development Authority

Agenda

July 5, 2016

- 1. Invocation & Lunch**
- 2. Minutes - May Meeting**
- 3. Financial Report – May Meeting**
- 4. Old Business**
- 5. New Business**
- 6. Economic Development Director Report – Meghan Duke**
- 6. Adjournment**
- 7. Next meeting to be held on Monday, August 1, 2016 at 12:00 noon.**

3:31 PM
06/27/16
Accrual Basis

West Point Development Authority
Balance Sheet
As of June 30, 2016

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	251,392.21
Charter Bank - Money Market Acc	200,203.08
Operating Account	<u>277,481.12</u>
Total Checking/Savings	729,076.41
Accounts Receivable	
Loan Receivable - ITC CP LLC	<u>113,670.09</u>
Total Accounts Receivable	<u>113,670.09</u>
Total Current Assets	<u>842,746.50</u>
TOTAL ASSETS	<u><u>842,746.50</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	227,254.36
Net Income	<u>99,325.25</u>
Total Equity	<u>842,746.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>842,746.50</u></u>

3:32 PM
06/27/16
Accrual Basis

West Point Development Authority
Profit & Loss
June 2016

	<u>Jun 16</u>
Income	0.00
Expense	
Community Development	1,000.00
Computer & Website Maintenance	30.00
Lease Payment Expense	750.00
Legal and Closing	250.00
Office Expense	338.45
Professional Dues & Subscript.	11.95
Total Expense	<u>2,380.40</u>
Net Income	<u><u>-2,380.40</u></u>

West Point Development Authority
Profit & Loss Detail
 June 2016

3:33 PM
 06/27/16
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Income								0.00
Expense								
Community Development								
Check	6/1/2016	2100	Yvonne Reed			Operating Acc...	1,000.00	1,000.00
Total Community Development							1,000.00	1,000.00
Computer & Website Maintenance								
Check	6/1/2016	2093	West Point Industries			Operating Acc...	30.00	30.00
Total Computer & Website Maintenance							30.00	30.00
Lease Payment Expense								
Check	6/1/2016	2094	Tramell Properties			Operating Acc...	750.00	750.00
Total Lease Payment Expense							750.00	750.00
Legal and Closing								
Check	6/1/2016	2095	Morrow & Nix			Operating Acc...	250.00	250.00
Total Legal and Closing							250.00	250.00
Office Expense								
Check	6/1/2016	2096	Integrity Leasing LLC			Operating Acc...	144.45	144.45
Check	6/1/2016	2097	Dello Products Inc.			Operating Acc...	70.00	214.45
Check	6/1/2016	2098	WOW!			Operating Acc...	124.00	338.45
Total Office Expense							338.45	338.45
Professional Dues & Subscript.								
Check	6/1/2016	2099	GSCCCA			Operating Acc...	11.95	11.95
Total Professional Dues & Subscript.							11.95	11.95
Total Expense							2,380.40	2,380.40
Net Income							-2,380.40	-2,380.40

West Point Development Authority
Profit & Loss Budget vs. Actual
June 2016

	Jun 16	Budget	\$ Over Budget	% of Budget
Income	0.00			
Expense				
Community Development	1,000.00	166.67	833.33	600.0%
Computer & Website Maintenance	30.00	208.33	-178.33	14.4%
Contract Labor	0.00	4,750.00	-4,750.00	0.0%
Education	0.00	83.33	-83.33	0.0%
Lease Payment Expense	750.00	750.00	0.00	100.0%
Legal & Closing-Projects	0.00	333.33	-333.33	0.0%
Legal and Closing	250.00	250.00	0.00	100.0%
Marketing	0.00	1,666.67	-1,666.67	0.0%
Miscellaneous Expense	0.00	83.33	-83.33	0.0%
Office Expense	338.45	416.67	-78.22	81.2%
Postage	0.00	8.33	-8.33	0.0%
Professional Dues & Subscript.	11.95	333.33	-321.38	3.6%
Travel	0.00	83.33	-83.33	0.0%
Total Expense	2,380.40	9,133.32	-6,752.92	26.1%
Net Income	-2,380.40	-9,133.32	6,752.92	26.1%

West Point Development Authority
Profit & Loss Budget vs. Actual
 January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Income				
Bond Income	110,000.00	100,000.00	10,000.00	110.0%
Interest Income	310.68			
Intergovernmental Income	60,000.00	120,000.00	-60,000.00	50.0%
Total Income	170,310.68	220,000.00	-49,689.32	77.4%
Expense				
Community Development	2,129.50	2,000.00	129.50	106.5%
Computer & Website Maintenance	280.00	2,500.00	-2,220.00	11.2%
Contract Labor	5,000.00	57,000.00	-52,000.00	8.8%
Contributions	27,500.00	30,000.00	-2,500.00	91.7%
Education	0.00	1,000.00	-1,000.00	0.0%
Insurance	650.00	4,500.00	-3,850.00	14.4%
Lease Payment Expense	4,500.00	9,000.00	-4,500.00	50.0%
Legal & Closing-Projects	810.00	4,000.00	-3,190.00	20.3%
Legal and Closing	1,500.00	3,000.00	-1,500.00	50.0%
Marketing	0.00	20,000.00	-20,000.00	0.0%
Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Office Expense	2,151.33	5,000.00	-2,848.67	43.0%
Postage	0.00	100.00	-100.00	0.0%
Professional Dues & Subscript.	2,302.70	4,000.00	-1,697.30	57.6%
Project Development	24,161.90			
Travel	0.00	1,000.00	-1,000.00	0.0%
Total Expense	70,985.43	144,100.00	-73,114.57	49.3%
Net Income	99,325.25	75,900.00	23,425.25	130.9%



S. Meghan Duke
Economic Development Director
706.645.3518
meghanduke@cityofwestpointga.com

Economic Development Director Report
Submitted: Wednesday, June 29, 2016

- Attended National Development Council's Economic Development Finance Certification Program. (Week of June 6)
- Attended Georgia Economic Developers Association Consultant and Broker Networking Meeting. (6/20)
- Updated and prepared retail recruitment marketing package for broker.
- Site review with Daesol Materials, North West Harris Business Park. (6/21, 6/28)
- Attended ThINC College and Career Academy Board Meeting. (6/21)
- Attended Troup County Strategic Partnership Board Meeting. (6/23)
- Attended Region 4 Mainstreet Manager meeting in Columbus, GA. (6/28)
- Attended West Point Mainstreet Meeting. (6/29)
- Coordinating Regional Economic Development Project Manager Tour for the Georgia Department of Economic Development Global Commerce Department, Georgia Power Community & Economic Development Department, Georgia Electric Cities Economic & Community Development Services, and Georgia EMC Community & Economic Development.

West Point Development Authority

Agenda

June 6, 2016

- 1. Invocation & Lunch**
- 2. Minutes**
- 3. Financial Report**
- 4. Old Business**
- 5. New Business**
- 6. Economic Development Director Report – Meghan Duke**
- 6. Adjournment**
- 7. Next meeting to be held on Tuesday, July 5th at 12:00 noon.**

WEST POINT DEVELOPMENT AUTHORITY
Meeting Minutes
May 2, 2016

Members Present: Josh Moon, Lionel Johnson, Griggs Zachry, Wiky Gladden, and Kevin Patrick. Also present were Mayor pro tem, Steve Tramell, Downtown West Point Development Authority representative, Coleman Reeves, WPDA Attorney, Larry Nix, and Economic Development Director, Meghan Duke.

Meeting was called to order by Josh Moon.

Motion was made by Wiky Gladden and seconded by Lionel Johnson to approve the minutes of the April 4, 2016 meeting. Vote to approve was unanimous.

Motion was made by Griggs Zachry and seconded by Wiky Gladden to approve the financial report for April, 2016. Vote to approve was unanimous.

Economic Development Director, Meghan Duke, reported activity for April.

April Pruitt, Regional Coordinator with the Georgia Department of Labor, Region 4, gave a description of the work they do for our region.

Everyone was reminded that the River Park Ribbon Cutting will be Friday, May 6th at 11:30am. The River Revival Festival will be held on Saturday, May 7th.

There being no further business, the meeting was adjourned at 12:30pm.

J. Griggs Zachry, III
Secretary

12:39 PM
05/26/16
Accrual Basis

West Point Development Authority
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	251,392.21
Charter Bank - Money Market Acc	200,152.29
Operating Account	<u>279,850.00</u>
Total Checking/Savings	731,394.50
Accounts Receivable	
Loan Receivable - ITC CP LLC	<u>113,670.09</u>
Total Accounts Receivable	<u>113,670.09</u>
Total Current Assets	<u>845,064.59</u>
TOTAL ASSETS	<u><u>845,064.59</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	227,254.36
Net Income	<u>101,643.34</u>
Total Equity	<u>845,064.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>845,064.59</u></u>

12:33 PM
05/26/16
Accrual Basis

West Point Development Authority
Profit & Loss
May 2016

	<u>May 16</u>
Income	
Interest Income	11.63
Intergovernmental Incom	<u>30,000.00</u>
Total Income	<u>30,011.63</u>
Expense	
Community Development	198.94
Computer & Website Maintenance	30.00
Contract Labor	1,000.00
Insurance	650.00
Lease Payment Expense	750.00
Legal and Closing	250.00
Office Expense	338.45
Professional Dues & Subscript.	11.95
Total Expense	<u>3,229.34</u>
Net Income	<u><u>26,782.29</u></u>

West Point Development Authority

Profit & Loss Detail

May 2016

12:35 PM
05/26/16
Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income	5/1/2016	dep	Deposit	April 2016		Operating Acc...	11.63	11.63
Deposit							11.63	11.63
Total Interest Income								
Intergovernmental Income	5/2/2016	dep	Deposit	2nd Quarter ...		Operating Acc...	30,000.00	30,000.00
Deposit							30,000.00	30,000.00
Total Intergovernmental Income							30,011.63	30,011.63
Total Income								
Expense								
Community Development	5/2/2016	2089	Yvonne Reed	Lunch Reimb...		Operating Acc...	99.94	99.94
Check							99.00	198.94
Check	5/24/2016	2090	Yvonne Reed	Flower Arran...		Operating Acc...	198.94	198.94
Total Community Development								
Computer & Website Maintenance	5/2/2016	2081	West Point Industries			Operating Acc...	30.00	30.00
Check							30.00	30.00
Total Computer & Website Maintenance								
Contract Labor	5/2/2016	2088	Yvonne Reed			Operating Acc...	1,000.00	1,000.00
Check							1,000.00	1,000.00
Total Contract Labor								
Insurance	5/24/2016	2091	Johnson & Johnson	Liability Polic...		Operating Acc...	650.00	650.00
Check							650.00	650.00
Total Insurance								
Lease Payment Expense	5/2/2016	2082	Tramell Properties			Operating Acc...	750.00	750.00
Check							750.00	750.00
Total Lease Payment Expense								
Legal and Closing	5/2/2016	2083	Morrow & Nix			Operating Acc...	250.00	250.00
Check							250.00	250.00
Total Legal and Closing								
Office Expense	5/2/2016	2084	Integrity Leasing LLC			Operating Acc...	144.45	144.45
Check							70.00	214.45
Check	5/2/2016	2085	Dello Products Inc.			Operating Acc...	124.00	338.45
Check							338.45	338.45
Total Office Expense								

12:35 PM
 05/26/16
 Accrual Basis

West Point Development Authority
 Profit & Loss Detail
 May 2016

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Professional Dues & Subscript. Check	5/2/2016	2087	GSCCCA			Operating Acc...	11.95	11.95
							11.95	11.95
Total Professional Dues & Subscript.							3,229.34	3,229.34
Total Expense							26,782.29	26,782.29
Net Income								

West Point Development Authority Profit & Loss Budget vs. Actual May 2016

	May 16	Budget	\$ Over Budget	% of Budget
Income				
Interest Income	11.63			
Intergovernmental Income	30,000.00			
Total Income	<u>30,011.63</u>			
Expense				
Community Development	198.94	166.67	32.27	119.4%
Computer & Website Maintenance	30.00	208.33	-178.33	14.4%
Contract Labor	1,000.00	4,750.00	-3,750.00	21.1%
Education	0.00	83.33	-83.33	0.0%
Insurance	650.00			
Lease Payment Expense	750.00	750.00	0.00	100.0%
Legal & Closing-Projects	0.00	333.33	-333.33	0.0%
Legal and Closing	250.00	250.00	0.00	100.0%
Marketing	0.00	1,666.66	-1,666.66	0.0%
Miscellaneous Expense	0.00	83.33	-83.33	0.0%
Office Expense	338.45	416.67	-78.22	81.2%
Postage	0.00	8.33	-8.33	0.0%
Professional Dues & Subscript.	11.95	333.33	-321.38	3.6%
Travel	0.00	83.33	-83.33	0.0%
Total Expense	<u>3,229.34</u>	<u>9,133.31</u>	<u>-5,903.97</u>	<u>35.4%</u>
Net Income	<u>26,782.29</u>	<u>-9,133.31</u>	<u>35,915.60</u>	<u>-293.2%</u>

West Point Development Authority
Profit & Loss Budget vs. Actual
 January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Income				
Bond Income	110,000.00	100,000.00	10,000.00	110.0%
Interest Income	248.37			
Intergovernmental Income	60,000.00	120,000.00	-60,000.00	50.0%
Total Income	<u>170,248.37</u>	<u>220,000.00</u>	<u>-49,751.63</u>	<u>77.4%</u>
Expense				
Community Development	1,129.50	2,000.00	-870.50	56.5%
Computer & Website Maintenance	250.00	2,500.00	-2,250.00	10.0%
Contract Labor	5,000.00	57,000.00	-52,000.00	8.8%
Contributions	27,500.00	30,000.00	-2,500.00	91.7%
Education	0.00	1,000.00	-1,000.00	0.0%
Insurance	650.00	4,500.00	-3,850.00	14.4%
Lease Payment Expense	3,750.00	9,000.00	-5,250.00	41.7%
Legal & Closing-Projects	810.00	4,000.00	-3,190.00	20.3%
Legal and Closing	1,250.00	3,000.00	-1,750.00	41.7%
Marketing	0.00	20,000.00	-20,000.00	0.0%
Miscellaneous Expense	0.00	1,000.00	-1,000.00	0.0%
Office Expense	1,812.88	5,000.00	-3,187.12	36.3%
Postage	0.00	100.00	-100.00	0.0%
Professional Dues & Subscript.	2,290.75	4,000.00	-1,709.25	57.3%
Project Development	24,161.90			
Travel	0.00	1,000.00	-1,000.00	0.0%
Total Expense	<u>68,605.03</u>	<u>144,100.00</u>	<u>-75,494.97</u>	<u>47.6%</u>
Net Income	<u>101,643.34</u>	<u>75,900.00</u>	<u>25,743.34</u>	<u>133.9%</u>



S. Meghan Duke
Economic Development Director
706.645.3518
meghanduke@cityofwestpointga.com

Economic Development Director Report

Submitted: Wednesday, June 1, 2016

- Met with Maggie Lanton new Georgia Department of Economic Development Region 4 Project Manager. (5/5)
- Attended LaGrange-Harris County combined chamber event. (5/5)
- City of West Point Downtown River Park Ribbon Cutting. (5/6)
- Attended Downtown Development Authority training. (5/9)
- Attended West Point Business Council Quarterly lunch with the LaGrange-Troup County Chamber of Commerce. (5/17)
- Facilitated an Automotive Industry Breakout Session at the Georgia Economic Developers Association Spring Workshop "Georgia's Automotive Industry: A Snapshot of Success" with Steve Cromer (West GA Technical College), Dr. Kathy Carlisle (THINC College and Career Academy), and Rick Walker (Georgia Automotive Manufacturing Association). (5/18)
- Attended Georgia Economic Developers Association Spring Workshop. (4/18 – 4/20)
- Attended Community service to Celebrate the Life of Randy Jackson with city officials. (5/26)
- Met with Troup County Tax Assessors Office. (6/1)
- Attended Georgia Chamber Town Hall Meeting in LaGrange. (6/2)
- Attended Georgia Chamber Town Hall Meeting in LaGrange. (6/2)
- Created a business resource guide "Opening Your Business in Historic Downtown West Point" It is being review by the Small Business Development Center Consultant and will be formatted into a flyer and use information on the new city website.
- City of West Point Website project is ongoing.
Currently developing the "Information Architecture" for the site.
Economic Development Content will include:
 - Available Sites
 - Business Taxes & Incentives
 - Business Expansion Assistance
 - Demographics
 - Retail Development
 - Start Your Business
 - Development Services



August 24, 2015

Mr. Steve Trammel
West Point Downtown Development Authority
City of West Point
PO Box 574
West Point, GA 31833

RE: Quiet Zone Planning Proposal

Dear Mr. Trammel:

CTC, Inc. is pleased to submit this proposal to provide quiet zone planning services to West Point Downtown Development Authority for the City of West Point. The proposed quiet zone includes the following CSX Railroad crossings:

- W 7th Street
- W 8th Street
- W 9th Street

Scope of Services

Our proposed scope of services will consist of the following tasks:

1. Determine existing circuitry and provide USDOT Grade Crossing Inventory data
2. Develop preliminary QZ recommendations and conceptual plans
3. Coordinate and conduct diagnostic team review - on site
4. Provide Railroad and FRA Coordination
5. Prepare Draft Report with recommendations and order of magnitude cost estimates
6. Prepare and submit Final Report
7. Provide status updates
8. Project management, accounting and administration

Fee for Services

We propose to complete these services for a lump sum fee of \$17,938. Any additional amount in excess of the fee for this project must be authorized by you, the client. We expect to be able to complete this work within 90 days. Billing will be monthly on a percent complete basis.

We appreciate the opportunity to provide this proposal. If you have any questions or need additional information, please do not hesitate to call me at (817) 886-8215.

Sincerely,

Kurt Anderson
CTC, Inc.

Accepted by:

Steve Trammel

Date: _____

www.ctcinc.com